



international pediatric association
association internationale de pédiatrie
asociación internacional de pediatria

Policies and Procedures
for hosting
IPA INTERNATIONAL CONGRESSES

1 - SITE APPLICATION

- 1.1 The IPA holds its international Congresses of pediatrics every three years. Final applications to host a Congress must be received six months prior to the International Congress which occurs six years in advance of the Congress being bid for.
- 1.2 To be eligible for hosting a Congress, a country must be from a region in which no Congress has been held during the two preceding three-year periods (IPA Constitution 4th schedule D.8)
The seven defined geographic regions are: 1.) Sub-Saharan Africa; 2.) Asia-Pacific; 3.) Central Asia; 4.) Europe; 5.) Latin America (including Mexico); 6.) Middle East and North Africa; and 7.) North America.
- 1.3 The application to host an IPA International Congress should be in the form of a letter from the President of the respective IPA Member Society to the Executive Director of the IPA. This letter of application should include information concerning capacity of convention facilities and availability of adequate numbers of hotel rooms in deluxe, medium and low cost categories.

The application from a Member Society must be endorsed by an official representative of the government of the host country, and must include assurance that members of IPA Member Societies will be welcome to enter the host country to attend the Congress, and that Visa procedures will not restrict attendance.
- 1.4 The Executive Director will submit completed applications to the IPA Executive Committee, for review and for submission to the Council of Delegates.
- 1.5 The Council of Delegates (CD) will select the site of the Congress by secret ballot at the time of the International Pediatric Congress six years in advance.

The Council of Delegates includes one official voting delegate from each IPA Member Society. Each country with more than one National Society must designate the name of only one voting delegate from that country. The presence of the delegates of more than half of the Member Societies at a session of the CD comprises a quorum (IPA Constitution 4th schedule D.7)

A representative of each Member Society bidding for the Congress will be invited to address the Council briefly (approx. 15 minutes) to describe the proposed Congress site, its facilities, and its attractions.

In addition each candidate will have many informal opportunities to promote its project before and during the preceding International Congress of Pediatrics (ICP).

- 1.6 The elected host society will designate an official Representative to the IPA for the first three years after its selection.

2 - ELECTION OF THE PRESIDENT OF THE CONGRESS

- 2.1 The host National Pediatric Society will nominate a Congress President who will be officially elected by the Council of Delegates at the ICP three years in advance of its International Congress.
- 2.2 The President of the Congress will become a member of the IPA Executive Committee for one three-year term prior to the Congress (Article 4.14 of IPA Constitution).
- 2.3 Should irreconcilable differences arise between the Congress President and the host National Pediatric Society (NPS), the NPS may propose a different Congress President to the Standing Committee at any time 1.5 years before the occurrence of the Congress (Article 7.3 of IPA Constitution).

3 - SELECTION OF CONGRESS DATES

Dates of the International Congress will be determined by the President of the Congress after consultation with the President of the IPA, the IPA Executive Committee and Standing Committee and the IPA Professional Congress Organizer (PCO) (Article 7.1 of IPA Constitution).

4 - CONGRESS FORMAT

The Congress will follow the standard format of the International Congresses of Pediatrics as described hereafter:

- 4.1 Congress length: a maximum of five days
- 4.2 Congress season: August or September
- 4.3 Congress required halls and facilities:
 - 1 large plenary hall of 2500-3000
 - 1 large plenary hall of 1000-1500
 - 2 large halls of 600-800
 - 4 halls 250-450
 - 5 offices: 3 for IPA, 2 for the PCO (office can be a room of 40-70sqm)
 - Poster and exhibition space appropriate for topics + anticipated audience
- 4.4 Social events: Opening Ceremony and Welcome Reception, Closing Ceremony, and 2 optional evening activities
- 4.5 Pre- and post- meetings: 2 days of IPA Administrative Meetings before the Congress and up to 2 days IPA Administrative Meetings after the Congress: Room capacity 40, with computer and projection capacity
- 4.6 Council of Delegates: 2 meetings during the Congress: Room capacity 300 with computer and projection capacity

5 - SCIENTIFIC PROGRAM COMMITTEE

The Scientific Program Committee of the Congress will be nominated jointly by IPA and the Host Society with 50% members representing IPA and 50% members representing the Host Society.

Co-chairs of the Scientific Program Committee will be nominated by IPA and the Host Society.

The Scientific Program Committee will be responsible for preparing the scientific program of the Congress, obtaining the requisite speakers and nominating abstract reviewers.

6 - RESPONSIBILITY

IPA and the Host Society assume joint responsibility for the organization and efficient conduct of the Congress, ensuring that it will act in conformity with the missions, objectives and ethical standards of IPA. All reasonable efforts will be to ensure the financial, scientific, and social success of the Congress.

6.1 Undertakings of Host Society

The Host society will nominate its representatives in the Scientific Program Committee as described here above in Article 5.

The Host society will suggest social events according to the requirements and within the budgetary framework of the Congress, such as: the opening; receptions; folklore programs and dinners.

The Host society will do its utmost to market the Congress at the destination country.

The Host society will cooperate with IPA and its Professional Congress Organizer (previously designated by IPA) in planning and executing the tasks necessary for preparation and operation of the Congress.

6.2 Undertakings of IPA and its Professional Congress Organizer

The IPA PCO will assume full responsibility for finance of the Congress and will prepare the budget of the Congress on a basis of estimated income and expenditure (hereinafter: the "Budget"). All activities related to the organization of the Congress will be included in the Budget.

IPA and its PCO will assume responsibility for solicitation of donations and selling of exhibitions for the Congress.

IPA will be responsible for recording and processing the registrations for the Congress.

The promotion of participation in the Congress is the responsibility of both IPA and the Host Society, with IPA and its PCO responsible for brochure printing and distribution, publication of advertisements and notices in the professional press, dispatch and distribution of appropriate material to national and international Congresses on related subjects, electronic mail and advertising on the internet.

7 - FINANCES AND RELATED OBLIGATIONS

7.1 Registration Fees

Registration fees for all categories of participants will be defined and confirmed by IPA President and Executive Director together with the Host Society no later than 18 months prior to the Congress, with a view to keeping fees at reasonable levels to facilitate attendance of the greatest number of pediatricians and other attendants.

7.2 Financial Responsibility

7.2.1 IPA and its PCO, in coordination with the Host Society, will prepare the budget of the Congress on a basis of estimated income and expenditure (hereinafter: the "Budget"). All activities related to the organization of the Congress will be included in the Budget.

The first provisional budget should be presented to the IPA Executive and Standing Committees 3 years prior to the Congress. All adjustments to the Budget must be pre-approved by IPA.

IPA expenses related to the Congress will be included in the Congress Budget

- Travel costs, hotel accommodation and meals for the members of the Executive and Standing Committees (reimbursement of the APEX fare).
- Meeting rooms for the meetings of the Executive Committee (room capacity 15-20) and the Standing Committee (room capacity 35-40)
- Meeting rooms for the sessions of the Council of Delegates (room capacity 300) with simultaneous translation (English, French, and Spanish)

- Two offices and a storage room at the Congress Center for the Executive Director and the IPA Secretariat.

7.2.2 The parties will share the profit from the Congress as follow:

- IPA 90 %
- Host National Pediatric Society 10 %

Profit is defined as all income less all reported expenses from audited statements IPA and by the Professional Congress Organizer.

7.2.3 Should the expenditure of the Congress exceed the actual income despite required procedures, the IPA Professional Congress Organizer will assume financial losses without any claim on the Host Society or on IPA to make up the deficit.

7.2.4 IPA, through its Professional Congress Organizer will pre-finance, interest free, all activities to operate the Congress, print promotional material, pay advances to suppliers, deposits to convention centers and support any other services to enhance preparations for the Congress until funds derived from registration fees, sponsorship and exhibition are received. This expenditure will be reimbursed to the Professional Congress Organizer from the first amounts collected for the Congress.

8 - PREROGATIVES OF THE IPA EXECUTIVE COMMITTEE

Change of Venue of the Congress

During the interval between meetings of the Council of Delegates, the IPA Executive Committee has the authority to elect a new President of the Congress or select another site for the Congress if circumstances arise requiring such action.

The Executive Committee may request the assistance of the President of the Congress and the organizing committee in making all other arrangements deemed necessary to ensure the success of the Congress.